



MANITO ART LEAGUE

CREATING MAILING LABELS FROM EXCEL USING MICROSOFT WORD

- If using Appsmith Application:
- In reports: Mailing labels > open

Q Search...	Download	9 Records	< Page 1 of 2 >
label_name	label_addr1	label_addr2	label_city_state_zip
FRANK STEVEN STEVE BISSELL	1653 SEVEN OAKS LANE		MINOCQUA, WI 54548
GIGI & EDWIN KAHN-BOWLES	N10120 KINGS ROAD		TOMAHAWK, WI 54487
HOLLY MCCORMACK	7550 COUNTY HIGHWAY B		LAND O' LAKES, WI 54540
JOHN & CAROL REICHLING	PO BOX 442	5795 HWY M	BOULDER JUNCTION, WI 54512
BARBARA JADE SIRONEN	1290 N. WHITEFISH LAKE LANE		MINOCQUA, WI 54548

- Click download > Select CSV or Excel. I use Excel

Q Search...	Download		
label_name	Download as CSV	label_addr2	label_city_state_zip
FRANK STEVEN ...	Download as Excel		MINOCQUA, WI 54548
GIGI & EDWIN K...	N10120 KINGS R...		TOMAHAWK, WI 54487
HOLLY MCCORM...	7550 COUNTY HI...		LAND O' LAKES, WI 54540
JOHN & CAROL ...	PO BOX 442	5795 HWY M	BOULDER JUNCTION, WI 54512
BARBARA JADE ...	1290 N. WHITEFI...		MINOCQUA, WI 54548

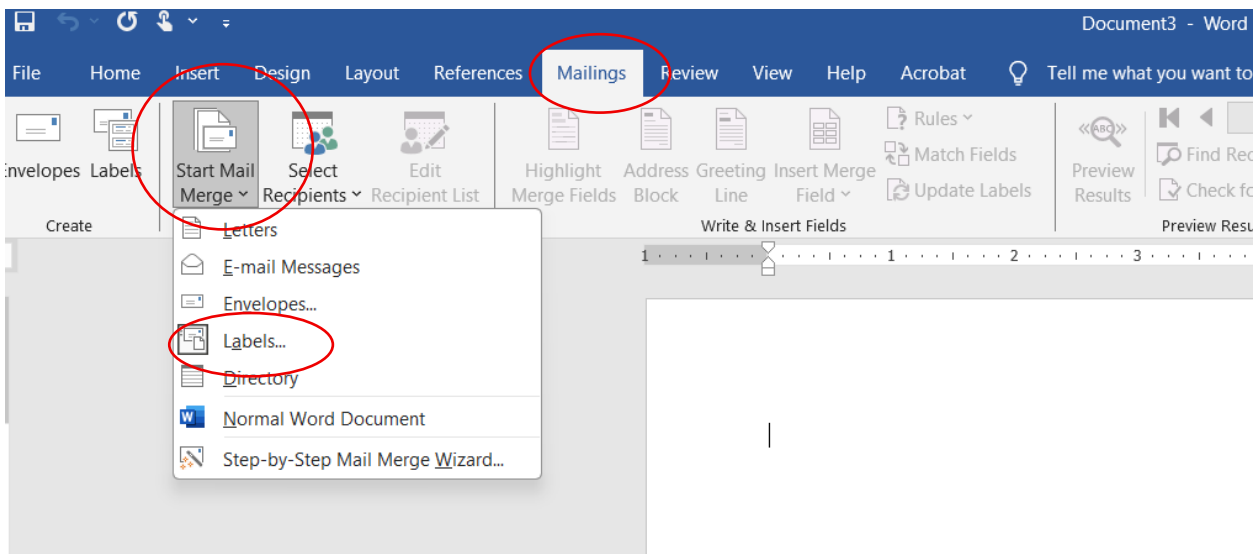
Table1.xlsx - HP Sure Click Secure View

	A	B	C	D	E	F
1	label_name	label_addr1	label_addr2	label_city_state_zip		
2	FRANK STEVEN STEVE BISSELL	1653 SEVEN OAKS LANE		MINOCQUA, WI 54548		
3	GIGI & EDWIN KAHN-BOWLES	N10120 KINGS ROAD		TOMAHAWK, WI 54487		
4	HOLLY MCCORMACK	7550 COUNTY HIGHWAY B		LAND O' LAKES, WI 54540		
5	JOHN & CAROL REICHLING	PO BOX 442	5795 HWY M	BOULDER JUNCTION, WI 54512		
6	BARBARA JADE SIRONEN	1290 N. WHITEFISH LAKE LANE		MINOCQUA, WI 54548		
7	DIANE DIEDERICH	8550 KENWOOD TER		MINOCQUA, WI 54548		
8	KAT NORDBY	7841 KRIECK COURT		ST. GERMAIN, WI 54558		
9	CAROL & CHARLES STEVENS	9371 CARLISLE CT		MINOCQUA, WI 54548		
10	JEANNINE ACHAUER	1296 WHITEFISH LAKE LANE		MINOCQUA, WI 54548		
11						
12						
13						
14						

- Delete top heading row
- Delete any blank rows
- Check for blank fields
- Save excel: "Labels" on your PC

1. Open Microsoft Word and create a blank document.

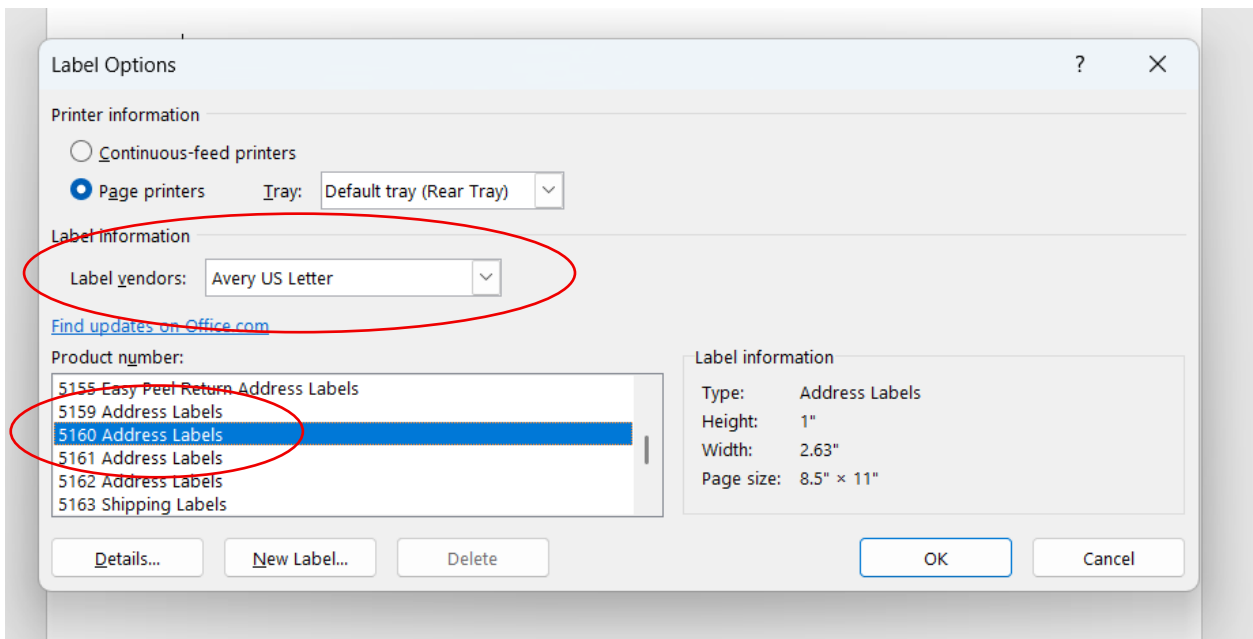
- Go to the **Mailings** tab in the ribbon and select **Start Mail Merge**.
- From the dropdown, choose **Labels**.



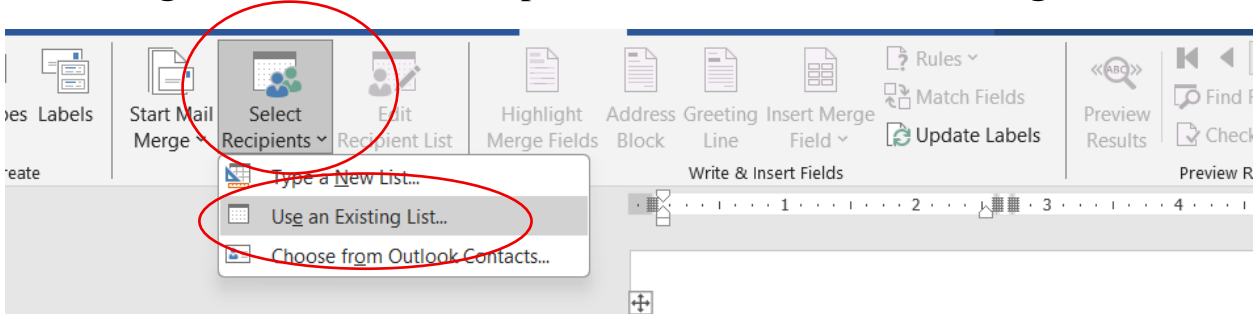
2. In the **Label Options** dialog box:

- Select your Printer type (e.g., Page Printers).
- Choose the Label vendor (e.g., Avery US Letter).

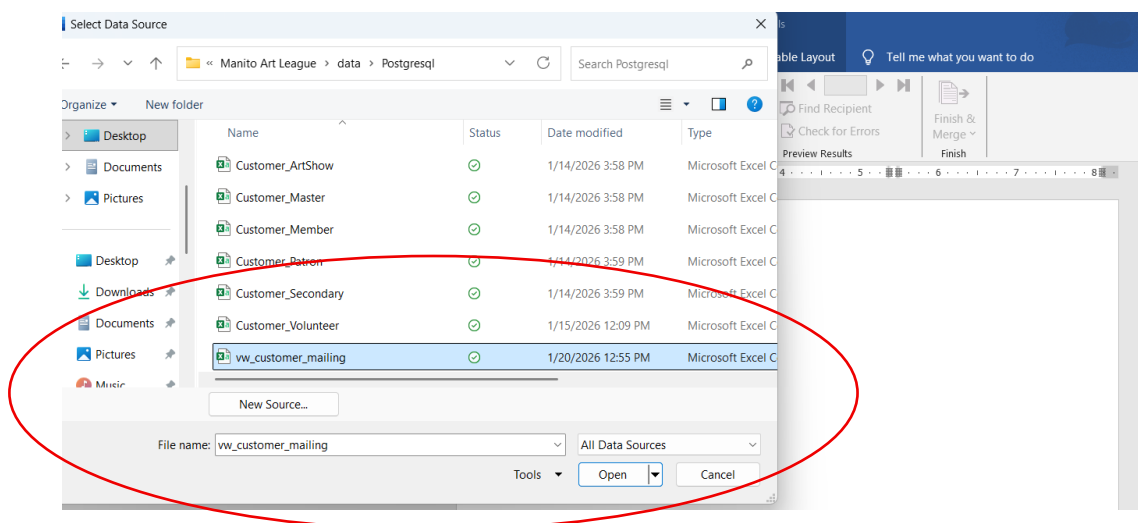
- Select the Product number that matches your label sheets (e.g., 5160 Address Labels).
- Click OK.



3. In the **Mailings** tab, click **Select Recipients** and choose **Use an Existing List**.

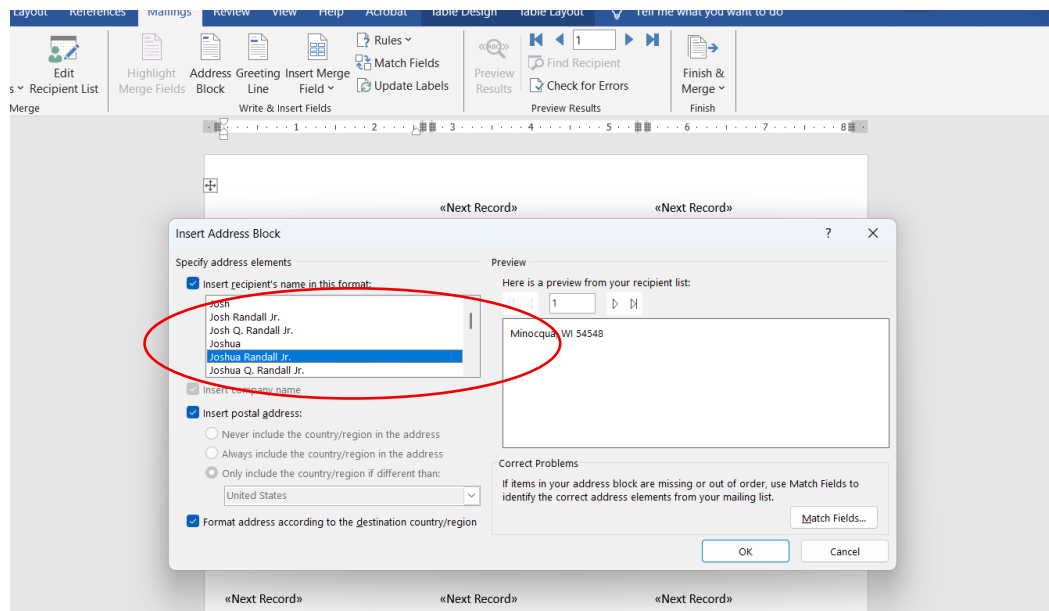


- Locate and select your Excel file, then click **Open**.

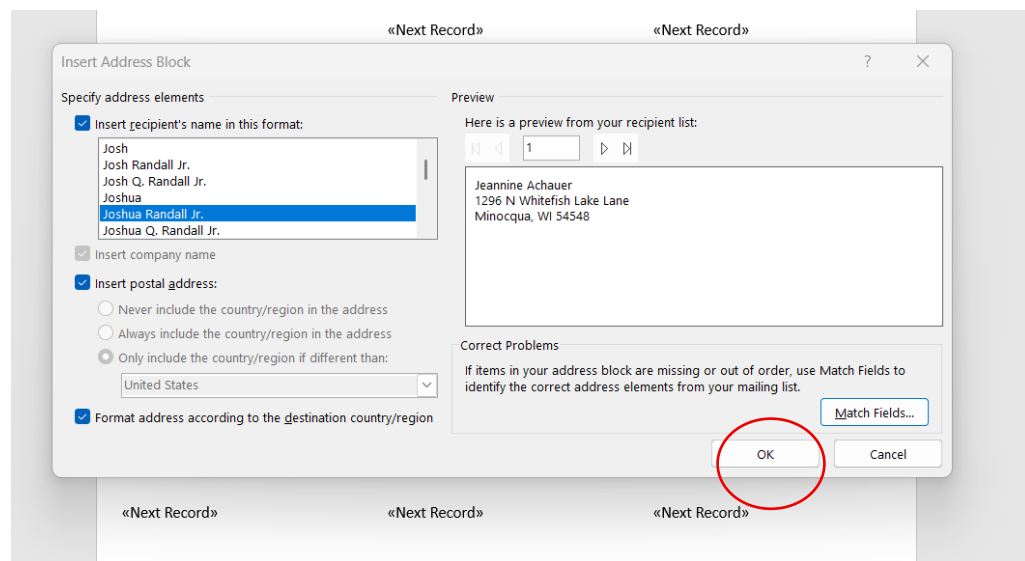


4. In the **Select Table** dialog box:

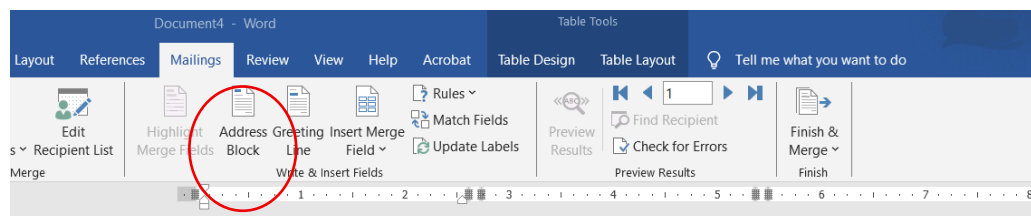
- Choose the worksheet containing your data.



- Click OK.

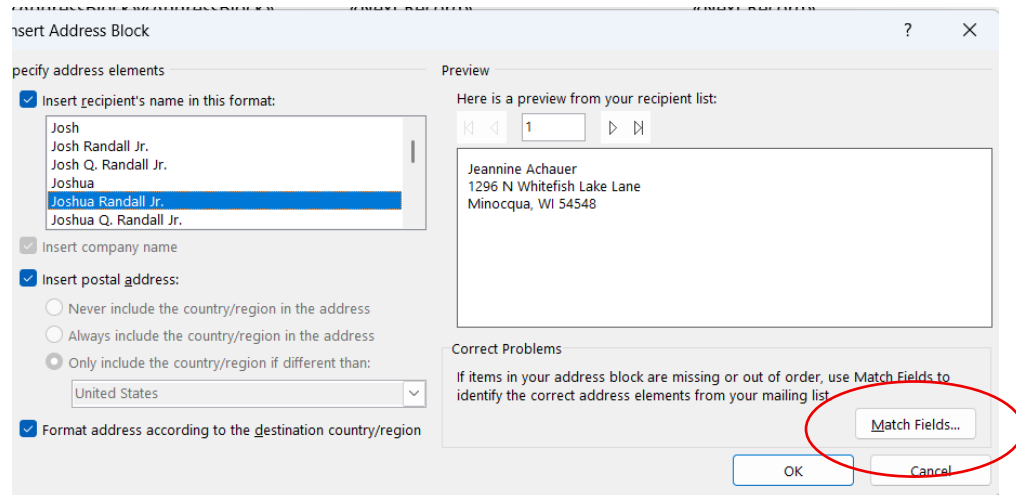


5. Click **Address Block** in the **Write & Insert Fields** group on the **Mailings** tab.

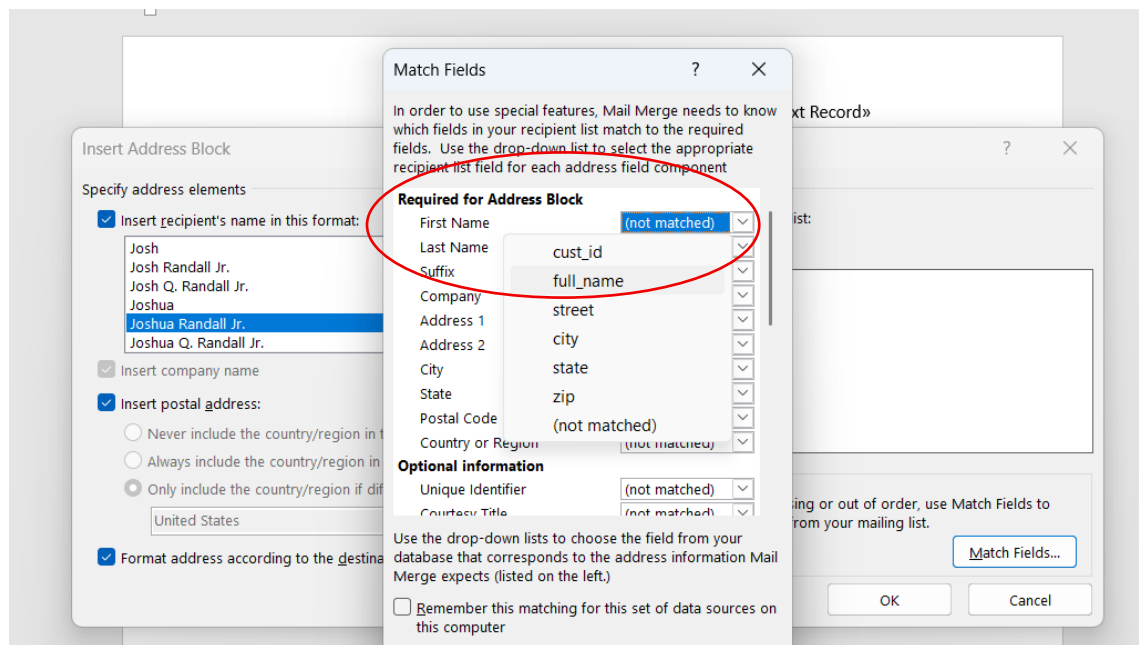


6. In the **Insert Address Block** dialog box:

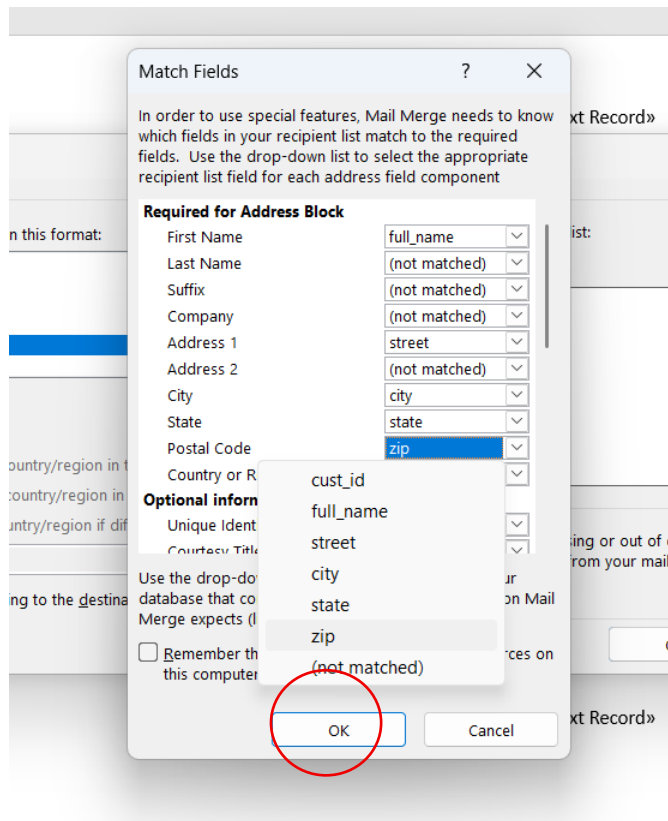
- Adjust the format as needed.
- Click Match Fields to ensure the fields from your Excel file align correctly with the required fields.



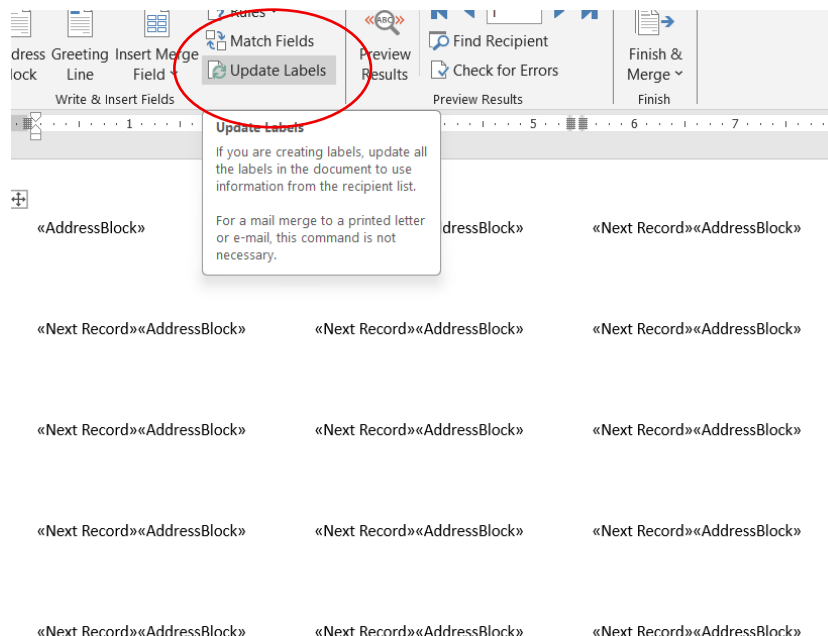
- Click on the Last name or field to highlight the matched field



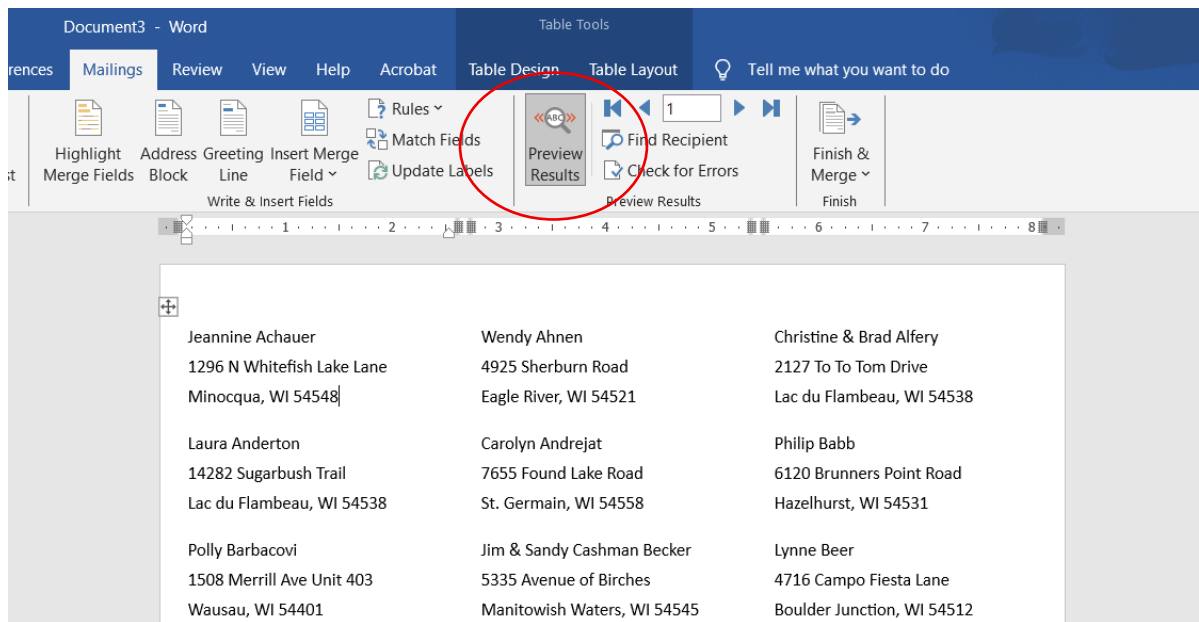
- If city, state, zip is in one field, click on City and match that one field to it.
- Click OK when done.



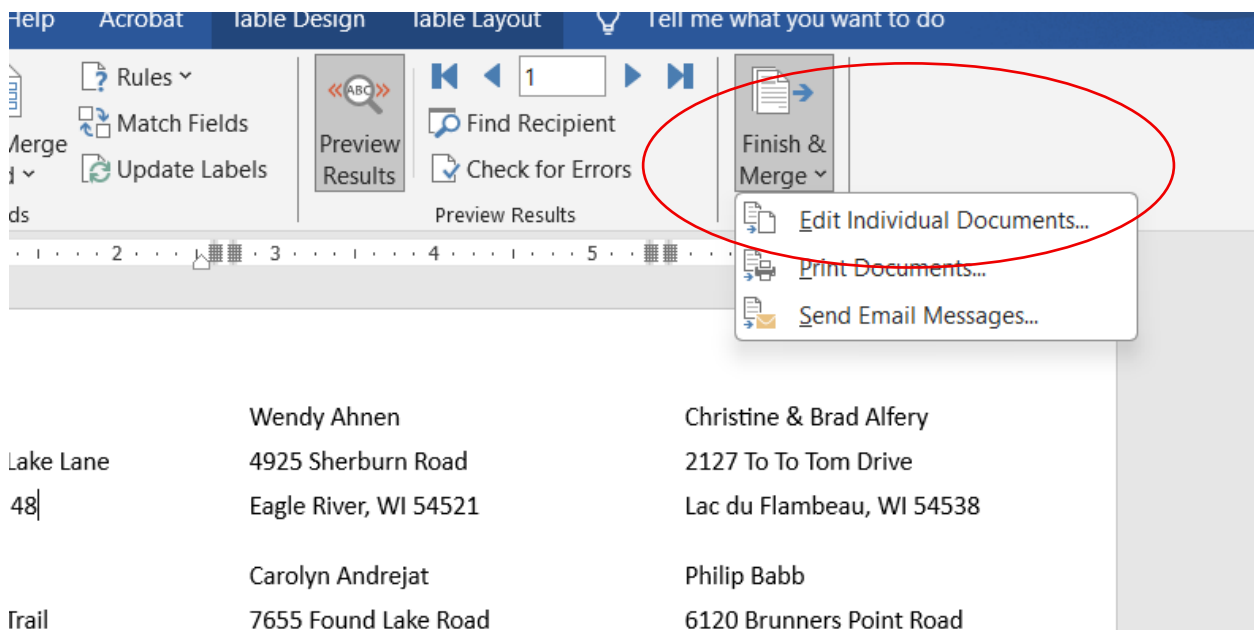
7. Click **Update Labels** to apply the address block to all labels on the page



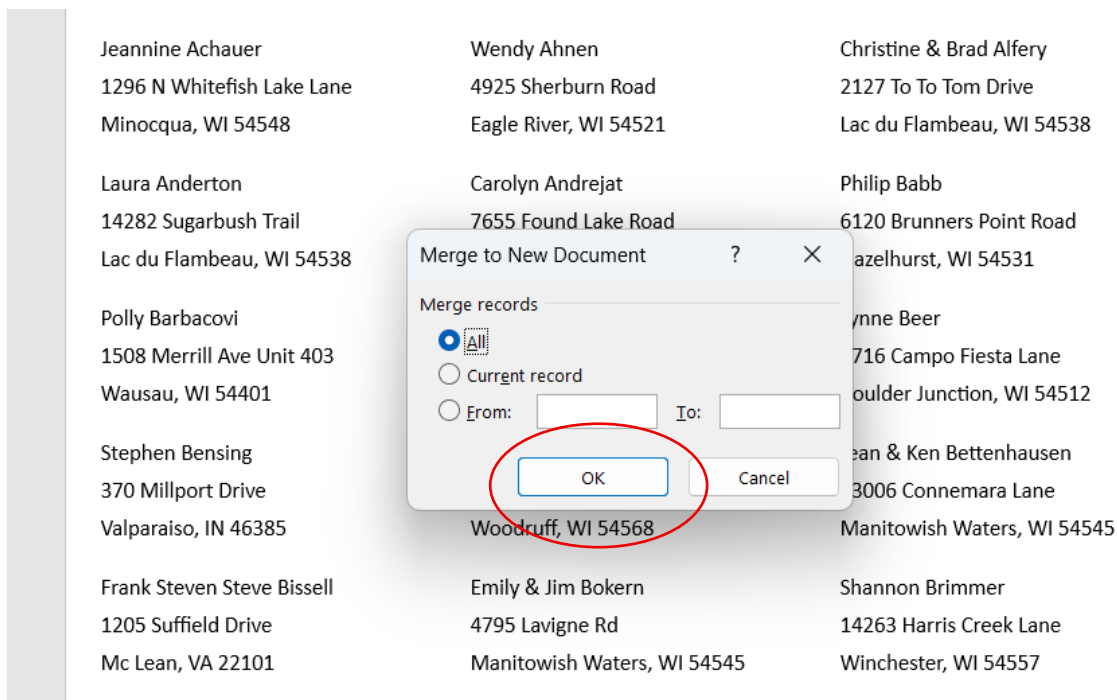
8. Preview your labels by clicking **Preview Results** in the **Mailings** tab.



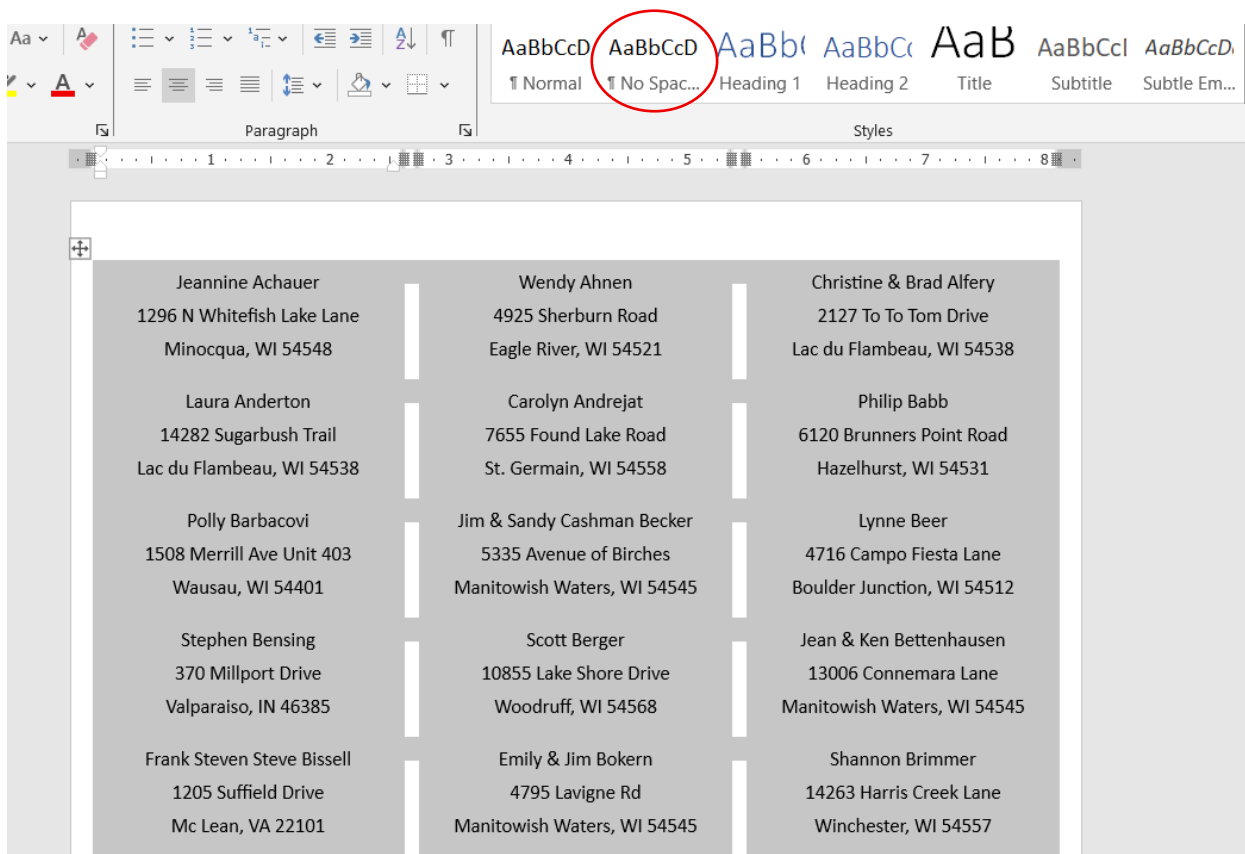
9. To finalize, click **Finish & Merge** and select **Edit Individual Documents**.



10. In the **Merge to New Document** dialog box, select **All** and click **OK**.



- I centered the labels so they fit better on the envelope, make sure you check them over to make sure they align by making them bigger, check the addresses to make sure they fit after enlarging them.
- Also select NO SPACING To get the fields closer together.



11. Review the merged document and print your labels by pressing **Ctrl + P** or going to **File > Print**